

## UDOT Consultant Services General Engineering Services (GE) & Right of Way Acquisition Services (ROW) Financial Screening Levels Minimum Requirements

All engineering and engineering-related services consultants and right of way acquisition services consultants are required to be financially screened by UDOT.

### General Engineering Services Consultants

#### Prime

1. Contract for any dollar amount
  - Full *Financial Screening Application* (Application) and *Financial Screening Questionnaire* (Questionnaire) required. (Application and Questionnaire may be downloaded from the Consultant Services Forms website [www.udot.utah.gov/go/csforms](http://www.udot.utah.gov/go/csforms).)
  - Consultant Services will establish an overhead rate annually based on the Application and Questionnaire.
  - FHWA 4470.1A Cost Certification of overhead rate required. (Form is included in the Application.)
2. Contracts for \$250,000 and above
  - FAR-audited overhead rate required (requires an independent CPA audit).

#### Subconsultant

1. For sub-contracts up to \$25,000, Consultant Services allows an abbreviated process.
  - *Financial Screening Application (Short Form)* required, includes a copy of the firm's W-9 and contact information.
  - Prime adds the sub to the contract as an other direct cost (ODC) for "contracted labor" in CMS
2. For sub-contracts at any dollar amount of \$25,000 or above
  - The requirements are the same as for **prime** consultant #1 above.
3. Sub-contracts for \$250,000 and above
  - FAR-audited overhead rate required (requires an independent CPA audit).

### Right of Way Acquisition Services Consultants

#### Prime or Subconsultant

1. Contracts (Below \$150,000) – Consultant Services allows an abbreviated process
  - *Financial Screening Application (Short Form)* required, includes copy of the firm's W-9 and contact information.

2. Contracts (\$150,000 and above)
  - Full *Financial Screening Application* (Application) and *Financial Screening Questionnaire* (Questionnaire) required. (Application and Questionnaire may be downloaded from the Consultant Services Forms website [www.udot.utah.gov/go/csforms](http://www.udot.utah.gov/go/csforms).)
  - Consultant Services will establish an overhead rate annually based on the Application and Questionnaire.
  - FHWA 4470.1A Cost Certification of overhead rate required. (Form is included in the Application.)

## NOTES

- For a contract where the services being procured are predominately General Engineering (or engineering-related) Services with a subconsultant who only performs Right of Way Acquisition Services, the Right of Way Acquisition Services subconsultant is required to comply with the minimum financial screening levels established for Right of Way Acquisition services consultants.
- If a consultant performs both as a General Engineering Services and as a Right of Way Acquisition Services consultant, the consultant is required to follow the General Engineering Services minimum financial screening levels regardless of what services are being procured.